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FY 1975 ANNUAL PERSONNEL PLAN

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P 1. 11.1

DDS&T-1773-75

13 MAY 1975

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : FY 1975 Annual Personnel Plan

1. In response to your memorandum of 10 April 1975, I would like to emphasize a few points and respond to the questions raised in paragraph 5.

a. Training Plans. In a recent meeting with the OTR curriculum committee, my representatives were advised that recent cuts in resource allocations would necessitate a reduction in OTR language training capabilities. This comes at a time when we have encouraged appropriate personnel in the Office of Technical Service to increase their language capability and were hopeful that this could be done through OTR language facilities. We were, however, pleasantly surprised when OTR announced that the Managerial Grid would not be cancelled as originally proposed. My office directors feel this is a most worthwhile course and we had officially requested that it be continued if possible.

b. Personal Rank Assignments. I do expect this Directorate's PRA position to improve as our T/O settles down somewhat during the coming year. We have a number of organizational changes in process which are not yet reflected on our Table of Organization. When this is accomplished I expect some relief from our PRA problems. On the long haul, I am concerned about PRA's within the Directorate and will continue to look at these and make necessary adjustments.

c. Rotational Assignments. The DDS&T Career Service Board has recently reviewed two separate staff papers discussing a Directorate Level Rotational Assignment Program. Although there are some fundamental disagreements among Board members on the formation of a formalized program of rotational assignment and especially on how we should administer such a program, the Board, at its next

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meeting, will consider a third proposal which would allow each office director to approach this subject independently while retaining a semi-annual review at the Directorate level to determine if adjustments are necessary.

d. Group Communications. Most of my office directors have had at least one group meeting during the past 9 months. I am advising the few that have not had a general get-together to insure that such a meeting is held in the very near future. I am also advising each office director to discuss in their meetings reports or information as suggested in paragraph 5 of your memorandum.

e. Professional Women Employees. So far this fiscal year this Directorate has EOD'd two GS-13 female employees, one of whom is 36 years old with a BS in Physics and an MS in Systems Engineering; and the other is 29 years old with a degree in Electrical Engineering. In addition we have promoted three women to GS-13 and one to GS-14. This Directorate will continue to carefully review their women professional employees in grades 13 and above with regard to rates of advancement in comparison with those of their peer groups.


f. Professional Input. As you know, our professional input is limited to a significant extent to new hires. With few exceptions our professionals possess a high degree of skill and education in the scientific and technical fields, many requiring advanced degrees coupled with significant experience. We, therefore, have found it difficult to accomodate significant conversions of clerical personnel or semi-skilled technical personnel to the professional level. We have, however, as you know, one of the Agency's more successful upward mobility programs in NPIC and have made progress in starting an upward mobility program in other offices in the Directorate. I have encouraged similar programs on a reduced basis for our other offices and anticipate that within the next year most of our offices will have an upward mobility program which will allow limited numbers of clerical/technical employees to convert to professional status.

SUBJECT: FY 1975 Annual Personnel Plan

g. Average Time-in-Grade of Professional Employees. The DDS&T Career Service Board recently thoroughly reviewed the average time-in-grade between our subgroups. It was determined that the differences were not significant unless an office had headroom problems. Many of our offices, since we are a relatively new Directorate, have not faced the problem of headroom although we are fast approaching the time when this will be a major consideration. We have also found it difficult in some instances to compare subgroups since a number of our offices have very few employees below grade 12 while others have large numbers of employees below this grade level. The DDS&T Career Service Board will continue to monitor the average time-in-grade of professional employees in the Directorate.

2. I look forward to discussing our FY 1975 Annual Personnel Plan with you at your convenience.

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CARL E. DUCKETT
Deputy Director
for
Science and Technology

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